Reviewed and updated Feb 2023

**Safeguarding Children and Vulnerable Adults Policy**

**1. Purpose**

This policy sets out the Kenilworth Centres approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all aspects of our work and to everyone working for or volunteering with us, including permanent and temporary employees, contractors and self-employed contractors we may work with.

**2. Strategic context**

Our work is underpinned by core principles for our work with young people and vulnerable adults

The principles upon which this policy is based are:

• The welfare of a child, young person and vulnerable adult is paramount. • The welfare of families will be promoted.

• The rights, wishes and feelings of children, young people and vulnerable adults and their families will be respected and listened to.

• Those people in positions of responsibility within tKC will work in accordance with the interests of children, young people and vulnerable adults and will follow the policy outlined below.

This means that everything we do should be in the interests of those we work with. This includes ensuring that we have effective procedures for keeping children and vulnerable adults safe from abuse, neglect and exploitation.

**3. Definitions**

The Kenilworth Centre uses definitions of the term ‘safeguarding’ from statutory guidance. Safeguarding children is defined in Working together to safeguard children as:

• protecting children from maltreatment

• preventing impairment of children’s health or development

• ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

• taking action to enable all children to have the best outcomes

Safeguarding vulnerable adults is defined in the Care and support statutory guidance issued under the Care Act 2014 as:

• protecting the rights of adults to live in safety, free from abuse and neglect • people and organisations working together to prevent and stop both the risks and experience of abuse or neglect

• people and organisations making sure that the adult’s wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action

• recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

**4. Recruitment**

The Kenilworth Centre carries out safe recruitment checks on everyone who works for us or volunteers for us. All roles require a Disclosure and Barring Service (DBS) or Disclosure Scotland check and references before the individual joins us.

Anyone interviewed for a post with the Kenilworth Centre, either internally or from outside the organisation, will need to show an understanding of safeguarding that is relevant to the role that they are applying for.

**5. Expectations of staff, trustees and volunteers**

Everyone working for The Kenilworth Centre has a responsibility to familiarise themselves with this safeguarding policy and the procedures that go with it. They must maintain a proper focus on the safety and welfare of children and vulnerable adults in all aspects of their work.

Anyone who works for the Kenilworth Centre must inform their manager if they or any adult living in their household become(s) the subject of an allegation involving a safeguarding concern or abuse against a child or vulnerable adult. If anyone is in doubt whether the situation or allegation is relevant, they should:

• refer to the definitions of safeguarding and protection of vulnerable adults ([www.safeguardingwarwickshire.co.uk](http://www.safeguardingwarwickshire.co.uk))

• seek advice from their manager

Any allegations of misconduct towards children and/or vulnerable adults by those working for the Kenilworth Centre will be managed using the procedure in **Allegations against Adults who work with Children and/or vulnerable adults** below.

**6. Safeguarding training**

The Kenilworth Centre is committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date. All staff involved in youth work must complete an online safeguarding training package within 3 months of taking up post, and after that at 3-yearly intervals. There will also be regular refresher training for Managers on safeguarding children and vulnerable adults, including on specific areas of risk and safeguarding practice.

**Designated Safeguarding leads (DSL)**

We will at all times have a qualified designated safeguarding lead on the youth staff team. This youth worker is currently Sam Metcalfe.

The second designated safeguarding lead in the Centre for staff or volunteers in other fields is Becky Webb.

There is also a nominated Trustee who is responsible for monitoring all safeguarding practices and procedures. This Trustee is currently Mandy Brougham.

**7. Acting on safeguarding concerns**

Staff and volunteers must always report concerns about individual children or vulnerable adults who are or may be being abused or who are at risk. We all have a responsibility to

make sure that concerns about children and vulnerable adults are passed to the agency that can help them without delay.

If anyone is concerned that a child or vulnerable adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

Concerns about children should be referred to the DSL who will refer to children’s social care department of the local authority. Similarly, concerns about vulnerable adults should be referred to the DSL who will refer to local authority adult services. Our processes for referrals are set out below **‘Handling safeguarding concerns about children and vulnerable adults’.**

If anyone working for the Kenilworth Centre is in any doubt about what to do regarding a safeguarding concern, they should consult their line manager or the DSL.

**8. Learning and improving**

We are determined to keep improving our knowledge and understanding of how best to protect children and vulnerable adults. We will review our own practice regularly to check that we are placing the right emphasis on safeguarding in our work.

**9. Immediate action to ensure safety.**

Immediate action may be necessary at any stage in involvement with children and vulnerable adults and families.

**In all cases it is vital to take whatever action is needed to safeguard the child or children and/or vulnerable adults concerned i.e.**

• If emergency medical attention is required call an ambulance (dial 999). • If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection.

**10. Recognition of Abuse or Neglect**

Abuse and neglect are forms of maltreatment of a child and/or vulnerable adults. Somebody may abuse or neglect a child and/or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

**10.1 Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child/vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms or deliberately induces illness in a child.

**10.2 Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child/vulnerable adult such as to cause severe and persistent adverse effects on the child's or adult’s emotional development.

**10.3 Sexual Abuse**

Sexual abuse involves forcing or enticing a child, young person and/or vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children and vulnerable adults in looking at, or in the production of, sexual online images, watching

sexual activities, or encouraging children and vulnerable adults to behave in sexually inappropriate ways.

**10.4 Neglect**

Neglect is the failure to meet a child's and/or vulnerable adult basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse.

**10.5 CSE**

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities.

**10.6 Financial Exploitation**

It is good practice to be as open and honest as possible with parents/carers about any concerns. However, staff and volunteers at tKC MUST NOT discuss their concerns with parents/carers in the following circumstances:

• where Sexual Abuse or Sexual Exploitation is suspected

• where organised or multiple abuse is suspected

• where there are concerns a child may be at risk of Female Genital Mutilation • where fabricated or induced illness (previously known as Munchausen Syndrome by proxy) is suspected

• where contacting parents/carers would place a child, a member of tKC staff, volunteers, or others at immediate risk.

**11. What to do if children and vulnerable adults talk to a member of tKC staff or volunteer about abuse or neglect**

It is recognised that a child and/or vulnerable adult may seek out a member of tKC staff or volunteer to share information about abuse or neglect, or talk spontaneously individually or in groups when a tKC staff member or volunteer is present. In these situations, tKC staff and volunteers MUST:

• Listen carefully to the child and/or vulnerable adult. The child or vulnerable adult should NOT be directly questioned.

• Give the child and/or vulnerable adult time and attention.

• Allow the child and/or vulnerable adult to give a spontaneous account; a child or vulnerable adult should NOT be stopped if he/she is freely recalling significant events.

• Make an accurate written record of the information given taking care to record the timing, setting and people present, the child's and/or vulnerable adult’s presentation as well as what was said. This record should be retained as it may later be needed as evidence.

• Use the child's and/or vulnerable adult’s own words where possible.

• Explain that the staff member or volunteer cannot promise not to speak to others about the information they have shared - false confidentiality should never be offered.

• Reassure the child and/or vulnerable adult that they have done the right thing in speaking about their concerns and that they have not done anything wrong.

• Tell the child and/or vulnerable adult what the staff member or volunteer is going to do next, explaining that the staff member or volunteer will need to get help to keep him/her safe.

**12. Action to be taken if a tKC staff member or volunteer has a child and/or vulnerable adult protection concern**

12.1 It is good practice to ask a child and/or vulnerable adult why they are upset or how a cut or bruise was caused, or respond to a child and/or vulnerable adult wanting to talk. This practice can help clarify vague concerns and result in appropriate action.

12.2 If a staff member or volunteer is concerned about a child and/or vulnerable adult they must share their concerns. Initially they should talk to tKC’s safeguarding lead, Centre Manager or DSL Trustee

12.3 If the DSL Trustee, Safeguarding lead or Centre Manager is implicated in the concerns the staff member or volunteer should discuss their concerns directly with tKC’s Chairperson

12.4 tKC staff or volunteers should consult also with the local Children’s Services Team, in the following circumstances:

• when the staff member or volunteer remains unsure after internal consultation as to whether child and/or vulnerable adult protection concerns exist

• when there is disagreement as to whether child and/or vulnerable adult protection concerns exist

• when the staff member or volunteer is unable to consult promptly or at all with tKC’s DSL Trustee

• when the concerns relate to any member of tKC staff or volunteers.

12.5 Consultation is not the same as making a referral, but should enable a decision to be made as to whether a referral to Social Care or the Police should progress. There is online documentation entitled ‘Spectrum of Support Document’ which details advice about when to make a referral found here: [Spectrum of Support](https://www.safeguardingwarwickshire.co.uk/images/downloads/ESS-PB/PoliciesandProcedures/Spectrum_Of_Support_2021.pdf)

**13 Making a Referral (This is to be completed by DSL)**

13.1 A referral involves giving Social Care or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

Online forms for Adults & Children can be found here: [Safeguarding Concern](http://www.safeguardingwarwickshire.co.uk) ([www.safeguardingwarwickshire.co.uk](http://www.safeguardingwarwickshire.co.uk))

13.2 Parents/carers should be informed if a referral is being made except when it is judged to be a risk to the child or vulnerable person.

13.3 However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Social Care about how and when the parents should be approached and by whom.

13.4 Information required when making a referral:

• the name of the member of staff or volunteer, telephone number, position and the same information should be requested from the person to whom the referral is made.

• the full name and address, telephone number of family, date of birth of child and/or vulnerable adult and siblings.

• the gender, ethnicity, first language, any special needs.

• the names, dates of birth and relationship of household members and any significant others.

• the names of professionals known to be involved with the child/family and/or vulnerable adult e.g.: GP, Health Visitor, School.

• the nature of the concern; and foundation for the concern.

• an opinion on whether the child may need urgent action to make them safe. • the view of the member of staff or volunteer about what appears to be the needs of the child and/or vulnerable adult and their family.

• whether the consent of a parent with Parental Responsibility has been given to the referral being made.

14. **Action to be taken following the referral**

14.1 The staff member or volunteer should

• keep an accurate record of their concern(s) made at the time (Using the attached safeguarding concern form attached in the appendix)

• put their concerns in writing to the Social Care Duty & Investigation Team if deemed appropriate using the online form found here: [Safeguarding Concern]((www.safeguardingwarwickshire.co.uk)) ([www.safeguardingwarwickshire.co.uk](http://www.safeguardingwarwickshire.co.uk))

• accurately record the action agreed or that no further action is to be taken and the reasons for this decision on the safeguarding concern form as above.

**15 Allegations against Adults who work with Children and/or vulnerable adults**

15.1 If a staff member or volunteer has information which suggests an adult who works with children and vulnerable adults (in a paid or unpaid capacity) has:

• behaved in a way that has harmed or may have harmed a child and/or vulnerable adult.

• possibly committed a criminal offence against, or related to, a child and/or vulnerable adult.

• behaved towards a child/children and/or vulnerable adult/s in a way that indicated they are unsuitable to work with children and/or vulnerable adults.

The staff member or volunteer should speak immediately with the DSL Trustee or, if the information relates to the DSL Trustee, to the Chairperson. The DSLTrustee or Chairperson will consult immediately with/make a referral to Warwickshire Safeguarding Board.

15.2 If the information concerns the Chairperson, the member of staff or volunteer should discuss their concerns directly with the Warwickshire Safeguarding details found here: [Safeguarding Contacts](https://www.safeguardingwarwickshire.co.uk/report-it) ([www.safeguardingwarwickshire.co.uk](http://www.safeguardingwarwickshire.co.uk))

**16 E-Safety**

tKC has a policy that covers the use of all ICT related activities including the use of social media, email and internet.

16.1 If a staff member or volunteer experiences or are subject to any form of abuse via any form of ICT communications tKC takes this matter very seriously and all and any incidents are required to be reported immediately to the Board of Trustees.

**17 Confidentiality**

17.1 tKC requires that any records made in relation to a referral should be kept confidentially and in a secure place.

17.2 Information in relation to Child Safeguarding or Adult Safeguarding concerns should be shared on a "need to know" basis. However, the sharing of information is vital to Safeguarding and, therefore, the issue of confidentiality is secondary to the need for protection.

**18 Useful Telephone Numbers/websites:**

• Warwickshire Safeguarding Children: [www.safeguardingwarwickshire.co.uk](http://www.safeguardingwarwickshire.co.uk) **01926 414144.**

• Warwickshire Safeguarding Children Out of Hours: **01926 886922**

•Warwickshire Safeguarding Adult: **01926 412080**

•Warwickshire Police 999 or **01926 410111**

•**Date of approval by Trustees:**

•**Date of next review:**

**All Staff & Trustees/Volunteers to sign and date:**

**Name Date Sign**

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